

HUMAN RESOURCES AND LABOR NEGOTIATIONS COMMITTEE

HR COMMITTEE MEMBERS PRESENT: Marsik, Duchac, Frohling, Greshay and Schmidt.

MEMBER EXCUSED: N/A

Minutes of the regular meeting of the Human Resources and Labor Negotiations Committee of the Dodge County Board of Supervisors held on Tuesday, December 15, 2015 at 9:00 A.M., in meeting rooms 1H & I located on the first floor of the Administration Building.

ALSO PRESENT: Sarah Eske, HR Director; Jim Mielke, County Administrator; Tonia Mindemann, Assistant HR Director; Patrick Glynn, Senior Consultant, Carlson Dettmann; Russell Kottke, County Board Chairperson; Patti Hilker, Treasurer; Bernadette Mueller, Director of Child Support; Brian Field, Highway Commissioner; Patrick Schoebel, Medical Examiner; Phil McAller, Assistant Director Maintenance; Jane Hooper, Clearview Administrator; Angi Zilliox, HR Specialist; Trace Frost, Patrol Captain; Dale Schmidt, Sheriff; Joyce Fiacco, Director Land Resources and Parks; Chris Planasch, Register of Deeds; Julie Kolp, Finance Director; Makenzie Drays, Senior Accountant; Lynn Hron, Clerk of Court; John Veling, Central Service; Janet Wimmer, Director of Human Services and Health Department; Karen Gibson, County Clerk; Mark Bethke, County Conservationist

Meeting called to order by Marsik at 9:00 a.m.

Roll call was taken. All members present.

Eske verified that the meeting was noticed in compliance with the Open Meetings Law.

Motion by Greshay to approve the agenda and allow the Chairperson to go out of order to efficiently conduct the meeting. Second by Duchac. Motion carried.

Marsik asked if anyone present had any public comments. None.

Motion by Schmidt to approve the minutes of the December 1, 2015 regular meeting of the Human Resources and Labor Negotiations Committee. Second by Frohling. Motion carried.

Eske introduced Patrick Glynn, Senior Consultant with Carlson Dettmann. Eske explained that the JDQ for the County Administrator position was sent to Carlson Dettmann and that Glynn was here to explain the recommendation to place the County Administrator position on the labor grade structure. Glynn first explained that the percentages of counties with the County Administrator on the salary structure is about 50/50 leaning slightly more towards employment agreements. Glynn discussed the advantages of the salary structure as 1.) retaining and 2.) recruiting adequate talent. Glynn stated that Dodge County's current pay structure ends at grade 16. Based on the previous methodology used, Glynn proposed adding two (2) grades to the pay structure of grade 17 and 18 and recommended placing the County Administrator position at grade 18. Glynn feels the proposal is comparable to the marketplace based on the current 2012 pay structure. Marsik inquired if the County Administrator would be placed on Step 1. Eske responded that currently the Administrator

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position is budgeted for a 1.5% increase in 2016 at \$107,900 and Step 1 of the proposed grade 18 is \$108,722. There was a lengthy discussion regarding step placement of the County Administrator position. Duchac inquired if a 2016 budget adjustment would be required. Kolp stated that because the Administrator budget has other line items it is the discretion at the department head level to make adjustments. Eske explained that the Committee's only action for this meeting was to address the placement of the County Administrator on the County's labor grade structure.

Motion by Frohling to place County Administrator on step 1, grade 18 of the new grade and adjust budget to reflect the wages. Second by Duchac. Following a discussion regarding placement and market, Eske stated that the consideration at this time is the proposal to add two (2) pay grades to the current pay structure with the County Administrator position placed into grade 18 and that placement in the pay grade is a future agenda item. Frohling withdrew his motion. Duchac withdrew his second.

Motion by Duchac to adjust the pay structure to add grades 17 and 18 and place the County Administrator position into grade 18 of the new labor grade schedule. Second by Frohling. Motion carried.

Eske invited Glynn to share his thoughts on Dodge County's current pay structure. Glynn stated that Dodge County has a 2012 wage structure going into 2016, placing Dodge County at a severe disadvantage for hiring. Glynn answered questions from Committee Members and Department Heads. Glynn emphasized that the important number in the pay structure is the control point as this rate is equal to the market. Glynn reported that the top factors in recruitment are culture, opportunities for advancement and competitive benefit structure. He further stated that benefits alone will not bring in applicants; the base compensation must be competitive. Glynn's recommendation for recruitment is to retest the marketplace, reevaluate original benchmark positions, and train frontline supervisors to develop frontline employees. The market analysis would take three (3) – four (4) months to complete. Eske explained that she will have further discussion with Glynn regarding a proposal to complete this type of an analysis and recommendation from Carlson Dettmann.

Eske presented a wage survey for the Treasurer, Register of Deeds, and County Clerk completed by the elected officials regarding proposed salaries for 2017-2020 election. Eske stated there is no actual data available from comparable Counties and this information was for initial discussion only. Hilker stated the survey that was handed out was compiled from the comparable positions in the County's current labor grade structure. She stated that wages shown in the survey show where the elected positions would fall within the labor grade structure compared to the positions in the comparable labor grade. Eske explained to the Committee that there is a shift from utilizing comparable Counties to internal equity within the County as a whole stating that in the past Dodge County has done a combination of the two methods. Frohling suggested a 1.5% increase annually. Eske recommended researching comparable Counties as a starting point. She stated that this will be an agenda item for future meetings.

Eske updated the Committee on progress with the Kronos implementation stating they are working through outstanding issues with the current system. Eske stated that the Sheriff's Office is transitioning from the Telestaff timekeeping software to Advanced Scheduler. Eske added that currently they are working on the Talent Acquisition module and next year the Department will work on the implementation of the Performance Management module.

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The Committee reviewed the Personnel Requisitions. Eske recommended approval of these requests.

Three (3) Utility II/Truck Driver – F.T.	Highway Department
One (1) County Patrolman – East – F.T.	Highway Department
One (1) Bailiff – P.T.	Circuit Court

Motion by Greshay to approve the Personnel Requisitions as presented. Second by Schmidt. Motion carried.

Leave of Absence: None

The Committee reviewed the Salary, Wage, and Status changes as presented.

NEW HIRE: Makenzie A. Drays, Senior Accountant, Finance Department, \$26.29, DC09, ST01, 12/14/2015; Theodore W. Durant, Utility II/Truck Driver, Highway Department, \$17.14, DC04, ST02, 11/23/2015. STEP INCREASE: Bonnie E. Budde, Chief Deputy County Clerk, County Clerk, \$21.24, DC05, ST06, 02/11/2015; Randy L. Drzonek, County Patrolman West, Highway Department, \$22.13, DC04, ST13A, 12/30/2015; Mark A. Kollmansberger, Utility II/Truck Driver, Highway Department, \$17.61, DC04, ST03, 12/22/2015; Vicki J. Zimmerman, Aging and Disability Resource Specialist II, Human Services & Health, \$21.68 DC06, ST03, 01/23/2016; Elizabeth M. Statz, Child Support Specialist II, Child Support, \$20.71, DC05, ST05, 02/10/2016; Susan K. Whiting, Account Clerk III, Child Support, \$19.52, DC04, ST7B, 02/23/2016; Nathan J. Oslon, Senior Planner, Land Resources & Parks, \$30.62, DC08, ST10B, 02/11/2016; William J. Ehlenbeck, Manager-Parks & Trails, Land Resources & Parks, \$35.30, DC11, ST7B, 01/03/2016; Patrick J. Schoebel, Medical Examiner, Medical Examiner, \$32.64, DC10, ST7A, 12/19/2015; Thomas H. Polsin, Deputy Jail Administrator, Sheriff's Office, \$36.27, DC10, S11B, 02/17/2016; Arthur A. Eisner, Corporal-Jail, Sheriff's Office, \$27.79, DC06, ST13B, 02/05/2016; James A. Ketchem, Lieutenant-Patrol, Sheriff's Office, \$34.05, DC10, ST8B, 02/14/2016; Kenneth W. Schmuhl, State Patrolman-West, Highway Department, \$22.13, DC04, ST13A, 01/08/2016; Wallace A. Fett, Foreman-East, Highway Department, \$25.64, DC07, ST06, 02/01/2016; Shawn R. Boeder, Equipment Operator-East, Highway Department, \$23.36, DC05, ST10B, 02/13/2016.

The Committee reviewed the Orientation Period Reports as presented.

Committee Member Reports: None.

HR Director's Report:

- a) Disciplinary Actions: Eske informed the Committee that the Judges of the Court terminated a Bailiff due to issues outside of work environment that could have an impact on the work environment at the Courts.
- b) Grievances and Arbitrations: Eske notified the Committee that the union requested to meet again regarding uniform allowances. After external consult it was determined that the County had met the obligation to meet. No additional requests have been made from the union.

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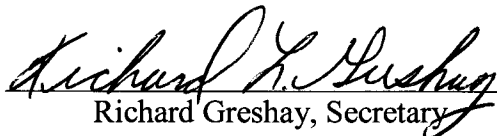
- c) Sheriff's Office Recruitment and Dodge County Civil Service Ordinance: Eske reported that she and Mindemann had met with the Sheriff and Chief Deputy to discuss the Civil Service process for hiring. Eske informed the Committee members of the current recruitment and civil service process for Sheriff's Office positions. Eske reported that due to the lengthy recruitment processes, which can take up to six (6) months, there is a shortage of qualified applicants. As a result, the Sheriff's Office would like to streamline the recruitment process through exams and interviews with the Sheriff's Office. Sheriff Schmidt will be drafting a policy that will eventually need Committee approval and a resolution to County Board. Eske will add this to a future meeting agenda.

Future Agenda Items: Discussion and Consideration regarding 2017-2020 compensation for County Clerk, County Treasurer and Register of Deeds. Discussion and Consideration regarding Civil Service process. Discussion and Consideration of placement of County Administrator on the Dodge County Labor Grade structure. Eske stated she would ask Patrick Glynn to provide a timeline and rough estimate to conduct an updated market analysis. Eske also stated that Glynn will attend the January 4, 2015 Executive Committee meeting to further discuss positions and market changes.

Future Meeting Dates and Times:

The next scheduled meetings of the Human Resources and Labor Negotiations Committee are regular meetings tentatively on **January 7, 2016 and January 19, 2016 at 9:00 a.m.** which will be held in room 4C of the Administration Building.

Meeting adjourned by order of the Chair at 11:08 a.m.


Richard Greshay, Secretary


Joseph Marsik, Chairperson

Disclaimer: The above minutes may be approved, amended, or corrected at the next committee meeting.